



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440
Email: Building@santaclaraca.gov
Permit Center: 408-615-2420
Email: PermitCenter@santaclaraca.gov
Automated Inspection Scheduling System: 408-615-2400

APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY

The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.

The building official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code. (2016 California Building Code Section 111)

PERMIT NUMBER/S: _____ JOB ADDRESS: _____

DATE RECEIVED: _____ REQUEST TEMP OCCUPANCY UNTIL: _____

AREA OF WORK: ☐ FULL ☐ PARTIAL ☐ REVISION Phase # _____

The undersigned hereby applies for Temporary Occupancy of the areas indicated on plans attached for the above address for a period as stated above **(not to exceed 180 days, or 90 days if there are open Fire permits)** and subject to the Building Official's approval, as authorized under Section 309.4 of the 1997 Uniform Administrative Code.

The undersigned further acknowledges that a written request, signed by the property owner, to extend the Temporary Certificate Occupancy (TCO) and payment of fees must be submitted for approval to the Building Division prior to the expiration date of the TCO. Buildings or structures shall not be used or occupied without a valid Certificate of Occupancy. (Section 309.1 of 1997 Uniform Administrative Code) **Violation may result in up to a \$1,000.00 citation per day and an order to vacate the building.**

The Building shall remain on temporary electric power until a permanent Certificate of Occupancy is issued.

PLEASE PRINT ALL INFORMATION LEGIBLY AND SIGN WHERE INDICATED

Job Contact Person (Responsible party)

Company Name

Address

Telephone Number

Job contact **Signature**

Email address

Field Contact Person

Telephone Number

Owner Contact Name/Title

Telephone Number

Address

Email address

Owner **Signature**

Date

Application Received by:	Fee Due: \$ 540.00	Approved by: (Building Inspector Signature)
Reviewed for Compliance by:		Temporary Occupancy Expiration Date:



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Application Requirements for Temporary Occupancy

Must be received at least one week prior to requested date of occupancy

Approval of Temporary Occupancy is subject to the following: (Initial checkboxes to denote completion of requirements)

- ☐ A. Final Mechanical, Electrical and Plumbing inspections must be completed.
- ☐ B. Parking is available and safe passage from parking is provided.
- ☐ C. All life safety equipment is operational and exiting systems have been inspected and approved.
- ☐ D. The entire area to be under TCO agreement is in full compliance with accessibility (ADA) requirements, including parking.
- ☐ E. Directional signage and/or temporary barricades are installed to direct public away from areas under construction and provide safe exiting route from the area under TCO (must be shown on 11x17 plan stamped by the designer of record and approved by Building Official).
- ☐ F. Multi-Family-All dwelling units and common area work are ready for final inspection.
- ☐ G. Final Affidavit from special inspection/testing agency has been received and approved when required by the building permit.
- ☐ H. Approval from Fire Department (Provide FD clearance or proof of final inspection).
- ☐ I. Approvals for TCO from Planning Division, Engineering Division, Water Department, SVP and Health Department are required where applicable (Provide proof of approvals).
- ☐ J. Public Works - C.3 Stormwater protection - third party inspection must be approved.

NOTE: For projects which include multiple permits, separate application and fees are required for each permit. (For shell/build-out permits, see page 2).



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Application Requirements for Temporary Occupancy

NOTE: Incomplete applications will delay the approval process.

1. **Submit One (1) copy** (11x17) of floor plans, showing the footprint of the building(s), area proposed for TCO, addresses and permit number(s) issued for this area. Floor plan must include square footage with a breakdown of occupancy type (*for TCO of partial area of work, see G above*). Plans require stamp and signature by the registered design professional (architect or engineer of record).
2. **Submit a typed, signed letter** –one from the contractor and one from the property owner, or one letter signed by both parties, which includes:
 - Job address and permit numbers that apply to this request. All permits must be listed regardless of the name of permit holder in charge
 - Reason for request (Details of the work left to complete.)
 - Time required to complete the project. (Subject to approval by Building Official).
3. **Submit a completed application.** Inspection fees in the amount of \$540.00 must be paid at the time of submittal for approval.

If approved for TCO, inspections will be scheduled and the applicant will be notified of the day and time of the inspection.

Upon successful completion of the TCO inspection, inspector will sign customer's copy of the TCO documents. The approved documents are to remain posted until the final inspection is approved.

NOTE: If the TCO inspection(s) fails, a new application is required and a new fee is charged for each subsequent TCO attempt.

Revision to Scope

The scope of work for any area under the TCO agreement cannot be changed. Any reduction or addition to the original TCO application will require a new application and payment of fees.

Extension of TCO

Extension of the expiration of an existing TCO requires an extension request signed by the property owner and payment of the \$540.00 fee. If the area of the TCO will differ from the existing area, new plans and application for TCO and payment of fees must be submitted clearly showing the changes.

For Shell permits:

Certificate of occupancy is not issued for a shell permit. The permit is finalized, but certificate of occupancy is assigned to permits issued to complete the interior build-out of the shell building spaces. No TCO will be issued for a shell permit.

If an application is made for TCO of an interior build-out permit in a shell building that has not received a final inspection, all shell building work must be complete and the building must be safe in order for the TCO request to be considered. Inspections of shell permit building, electrical, mechanical and plumbing components must be arranged prior to any TCO inspection for the build-out permit.